

Procedures for the Retrieval of Matrix on Disk

Pursuant to R.I. Local Bankr. Form A:

Disks containing creditor matrices filed at the intake counter, will be downloaded into the court's computer, and then immediately returned to the filer at the time of the filing.

If the filing of the matrix on disk takes place through the mail/overnight box, the disk will be returned along with any extra copies of documents, *only when* a self-addressed, stamped envelope is supplied.

If the filing of the matrix on disk takes place through the mail/overnight box and the filer does NOT provide the court with a self-addressed, stamped envelope, *the computer disk will be discarded within 10 days of the filing.*

